



Instructions for Processing Board Items

Board Mission Statement



“The Chabot-Las Positas Community College District (CLPCCD) prepares students to succeed in a global society by challenging them to think critically, to engage socially, and to acquire workplace knowledge and educational skills.”

Compiled by Sheri Moore
Executive Assistant
Office of the President
January 2, 2019



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NOTE:

Board Processing Instructions, Templates, and Samples can be found on the Governance Web Page at: <http://www.laspositascollege.edu/gv/forms.php>

Background: *(provided by Krista Johns, former CLPCCD Vice Chancellor)*

Contracts at CLPCCD need to have Board of Trustees approval. A contract is an agreement by any name (grant, terms of agreement, etc.) in which one party agrees to do/pay something in exchange for another party agreeing to do/pay (or not do) something. Key components of a contract include the start date, end date, terms, inclusion of the name “Chabot-Las Positas Community College District,” labor agreements, and activity outside the college’s normal scope of work, etc. Board Items must describe key aspects, start and end dates, summary of contract subject, funds payable or to be received by CLPCCD, etc.

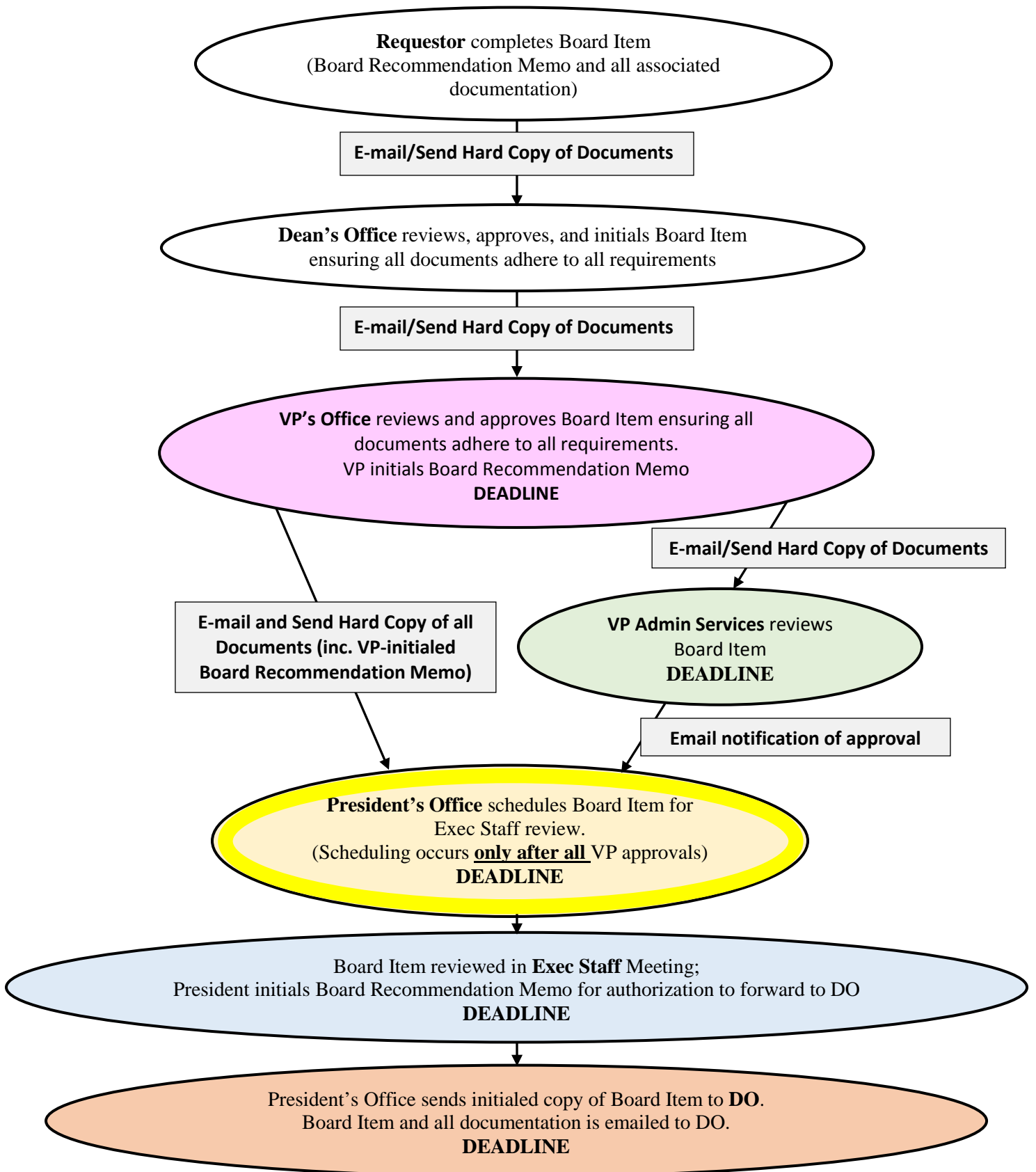
A contract cannot be in the name of “Las Positas College” only. It must be in the name of “Chabot-Las Positas Community College District, Las Positas College.” The LPC President, Vice Presidents, Deans, Administrators, Faculty, etc., may not sign contracts on behalf of LPC or CLPCCD. The Chancellor and Vice-Chancellors are the only District employees who may sign contracts.

The Board of Trustees reviews each contract in detail, including renewals of existing contracts. It is mandatory that Board approval be obtained before the contract starts. No matter what the terms, a contract takes effect when the Board of Trustees has approved it and it has been signed.

Good Practices: *(provided by Krista Johns, former CLPCCD Vice Chancellor)*

1. Calendar your contracts or create another tracking system.
2. Be personally proactive about getting Board Items processed in a timely manner.
3. Save approved Board Items to refer to as examples.
4. Work on standardized language for use across the college in contracts related to:
 - a. Internships, word based learning (student info, client info, college supervision);
 - b. Recommendation format and agenda item (e.g. subcontracts).
5. Consider standardized reminder emails from the college designee or administrators who move Board agenda items forward.
6. Toward the end of each year, review the Board Items that came out of your office for the year and flag recurring ones. Identify any grants or other projects that will need some sort of action. Note when the term ends. Begin to prepare for the upcoming items 2-3 months in advance. Identify any needed changes and contact the other party.

Board Item Processing Flow Chart:



Board Agenda Item Due Dates:

Go to Board: January, 2019		Go to Board: July, 2019	
Due to VPSS or VPAS	12/03/18	Due to VPSS or VPAS	06/17/19
Due to VP Admin Svcs:	12/05/18	Due to VP Admin Svcs:	06/19/19
Due to President's Office:	12/10/18	Due to President's Office:	06/24/19
Reviewed by Exec Staff:	12/11/18	Reviewed by Exec Staff:	06/25/19
Due to HR 12:00 Noon:	12/20/18	Due to HR 12:00 Noon:	06/27/19
Due to VC 5:00 p.m.:	12/20/18	Due to VC 5:00 p.m.:	06/27/19
Board Date:	01/15/19	Board Date:	07/16/19
Go to Board: February, 2019		Go to Board: August, 2019	
Due to VPSS or VPAS	01/18/19	Due to VPSS or VPAS	07/22/19
Due to VP Admin Svcs:	01/23/19	Due to VP Admin Svcs:	07/24/19
Due to President's Office:	01/28/19	Due to President's Office:	07/29/19
Reviewed by Exec Staff:	01/29/19	Reviewed by Exec Staff:	07/30/19
Due to HR 12:00 Noon:	01/31/19	Due to HR 12:00 Noon:	08/01/19
Due to VC 5:00 p.m.:	01/31/19	Due to VC 5:00 p.m.:	08/01/19
Board Date:	02/19/19	Board Date:	08/20/19
Go to Board: March, 2019		Go to Board: September, 2019	
Due to VPSS or VPAS	02/14/19	Due to VPSS or VPAS	08/19/19
Due to VP Admin Svcs:	02/20/19	Due to VP Admin Svcs:	08/21/19
Due to President's Office:	02/25/19	Due to President's Office:	08/26/19
Reviewed by Exec Staff:	02/26/19	Reviewed by Exec Staff:	08/27/19
Due to HR 12:00 Noon:	02/28/19	Due to HR 12:00 Noon:	08/29/19
Due to VC 5:00 p.m.:	02/28/19	Due to VC 5:00 p.m.:	08/29/19
Board Date:	03/19/19	Board Date:	09/17/19
Go to Board: April, 2019		Go to Board: October, 2019	
Due to VPSS or VPAS	03/18/19	Due to VPSS or VPAS	09/16/19
Due to VP Admin Svcs:	03/20/19	Due to VP Admin Svcs:	09/18/19
Due to President's Office:	03/25/19	Due to President's Office:	09/23/19
Reviewed by Exec Staff:	03/26/19	Reviewed by Exec Staff:	09/24/19
Due to HR 12:00 Noon:	03/28/19	Due to HR 12:00 Noon:	09/26/19
Due to VC 5:00 p.m.:	03/28/19	Due to VC 5:00 p.m.:	09/26/19
Reviewed at Board:	04/16/19	Board Date:	10/15/19
Go to Board: May, 2019		Go to Board: November, 2019	
Due to VPSS or VPAS	04/22/19	Due to VPSS or VPAS	10/14/19
Due to VP Admin Svcs:	04/24/19	Due to VP Admin Svcs:	10/16/19
Due to President's Office:	04/29/19	Due to President's Office:	10/21/19
Reviewed by Exec Staff:	04/30/19	Reviewed by Exec Staff:	10/22/19
Due to HR 12:00 Noon:	05/02/19	Due to HR 12:00 Noon:	10/24/19
Due to VC 5:00 p.m.:	05/02/19	Due to VC 5:00 p.m.:	10/24/19
Board Date:	05/21/19	Board Date:	11/12/19
Go to Board: June, 2019		Go to Board: December, 2019	
Due to VPSS or VPAS	05/20/19	Due to VPSS or VPAS	11/08/19
Due to VP Admin Svcs:	05/22/19	Due to VP Admin Svcs:	11/13/19
Due to President's Office:	05/24/19	Due to President's Office:	11/18/19
Reviewed by Exec Staff:	05/28/19	Reviewed by Exec Staff:	11/19/19
Due to HR 12:00 Noon:	05/30/19	Due to HR 12:00 Noon:	11/25/19
Due to VC 5:00 p.m.:	05/30/19	Due to VC 5:00 p.m.:	11/25/19
Board Date:	06/18/19	Board Date:	12/17/19

Processing Instructions for Board Items:

1. Identify items that need to go through the Board approval process. Items include, but are not limited to:
 - Acceptance of Amendments
 - Acceptance of Gifts
 - Acceptance of Grant Agreements
 - Adoption of Resolutions
 - Approval of Agreements
 - Approval of Amendment to Agreements
 - Approval of Awards
 - Approval of Awards of Piggyback Contracts
 - Approval of Contracts
 - Approval of Contract Amendments
 - Approval of Contract Renewals
 - Approval of Cooperative Agreements
 - Approval of Curriculum Changes
 - Approval of Facility Use Contract
 - Approval of Grant Agreement
 - Approval of Increase in Fees (such as parking fees)
 - Approval of Initiatives
 - Approval of Internship Agreement
 - Approval of License Agreements
 - Approval of Memorandums of Understanding
 - Approval of Modification to Existing Contracts
 - Approval of Name Changes (such as ASLPC to LPCSG)
 - Approval of Partnership Agreements
 - Approval of Professional Services Agreements
 - Approval of Program Agreements
 - Approval of Replacement Appointments
 - Approval of Sabbatical Leave Applications
 - Approval to Travel Abroad (Out of Country)
 - Approval of Work Plans
 - Award of Bids
 - Personnel: Employments, Resignations, Terminations, Transfers

2. Administrative Assistants are encouraged to be aware of Board Deadlines to assist faculty, program coordinators, Deans, etc. Know all Board deadlines (**including for the VP of Administrative Services and President's Office**) and allow sufficient time to move the Board Item through this process. The VP of Administrative Services requires three days to review Board Items. The President's Office deadline is based on the District's Board deadline. The Board Calendar with due dates is included in this document.

3. Determine the board documents that will be required for a complete “Board Item” packet, such as:
 - a. Board Recommendation Memo
 - b. Agreement, M.O.U., Attachments, Exhibits, etc.
 - c. Post-Board Instructions

Examples of board documents are included in this document. Board items that have been previously approved by the Board can be found on the CLPCCD Board of Trustees web site at: <http://www.clpccd.org/board/BoardAgendaArchives.php>

Note: For simplification of this Instruction Manual, all board documents will now be referred to as “**Board Item**” for the remainder of this document.

4. A **Board Recommendation Memo** will be required regardless of the type of “Board Item” being submitted.

Exception: “Information Only” items, such as Resignations, Releases from Probation, Part-Time Faculty Appointments, Short-Term and Substitute Appointments, and Professional Expert Appointments do not need a Board Recommendation Memo, but they still need to go through the same process and adhere to the same deadlines as other Board Items.

Complete the Board Recommendation Memo and include the appropriate Vice Chancellor’s name based on the type of Board Item.

Human Resources: Job descriptions, hiring, retirements, etc.

Vice Chancellor Wyman M. Fong

Educational Services: Items impacting or coming from instruction, student services, learning support (students).

Vice Chancellor (TBD)

Business Services: Purchases, leases, business transactions, etc.

Vice Chancellor Business Services, Ronald P. Gerhard

Facilities Planning and Development:

Vice Chancellor Facilities & Bond, Owen Letcher

Economic Development/Contract Education:

Vice Chancellor (TBD)

Also include the Chancellor’s name and approval line at the bottom of the Board Recommendation Memo.

Additional documents, including the Agreement or M.O.U. and all relevant backup documentation should also be prepared and accompany the Board Recommendation Memo. If exhibits or attachments are mentioned anywhere in the Board Recommendation Memo, Agreement, or M.O.U., they must be included as well.

5. For Board Items being renewed, provide historical documents on same/predecessor contracts. Also, make sure the “Subject” in the Board Recommendation Memo reflects that it is an “Approval of a Renewal to [insert subject of original Board Recommendation Memo here].”
6. If Board Procedures (BP’s) or Administrative Procedures (AP’s) are referenced in any Board Item, double check that the number of the BP or AP has not changed. BP’s and AP’s can be found on the District web site.
7. As Administrative Assistants are “gatekeepers” of board memos, they are required to review the Board Item (and **all** documentation) prior to submitting it to the Dean’s Office for initial approval. The review should ensure that all proper formatting and wording is correct based on the instructions in this document.
8. The Dean’s Office should provide a second review of the Board Item (and **all** documentation) during the Dean’s Review and Approval process. The Dean is responsible for ensuring that the proper formatting and wording is correct based on the instructions in this document. Once approved, the Dean will e-mail and/or send hard copies of the Board Item to their Vice President for review and approval.
9. The VP of Academic Services or Student Services reviews and approves the Board Item. The VP’s office is responsible for providing a third review to ensure that the proper formatting and wording is correct based on the instructions in this document. If approved, the VP’s Office will email and/or send hard copies to the Vice President of Administrative Services for review and approval. The VP’s Office will also initial the Board Recommendation Memo on the top right of the page and send the hard copy of the signed Board Item (including all attachments) to the President’s Office Executive Assistant. This signifies approval to the LPC President.
10. All typos and grammatical errors must be corrected before submitting to the President’s Office Executive Assistant. The Board Item will be returned to the VP’s office when serious formatting errors, missing documents, or discrepancies occur in the Board Item.
11. The VP of Administrative Services will review the Board Item and send an e-mail to the President’s Office Executive Assistant indicating approval of the Board Item.
12. Items must be received by the President’s Office deadline.
13. Once all VP approvals are complete, the President’s Office Executive Assistant will include the Board Item on the Exec Staff agenda (note the deadline on the calendar) for discussion and final approval by the President.
14. Once final approval is made by the President, the President’s Office Executive Assistant will email all documents to the District Office and send the hard copy of the initialed documents to the appropriate Vice Chancellor in the District Office (note the deadline on the calendar).
15. Once the Vice Chancellor approves the Board Item, the District will place it on the draft board agenda for the District’s Board Review meeting.

16. Once approved at the District's Board Review meeting, the item will be placed on the next board agenda.
17. If approved by the Board, the Vice Chancellor's Office will handle the Board Item based on the Post-Board Processing Instructions provided with the Board Item.

Naming Conventions for Board Documents:

All Board Items must be saved using the following naming convention:

“LPC” followed by the **Date of the Board Meeting** followed by the **name/type of document**.

For example:

- LPC 111318 Board Recommendation Memo Internship Agreement Sutter Valley Hospitals
- LPC 111318 Internship Agreement Sutter Valley Hospitals
- LPC 111318 Post Board Instructions Internship Agreement Sutter Valley Hospitals

- LPC 111318 Board Recommendation Memo Acceptance of Gift Van Brasch
- LPC 111318 Acceptance of Gift Van Brasch

- LPC 101618 Board Recommendation Memo Internship Agreement AMR
- LPC 101618 Internship Agreement AMR
- LPC 101618 Post Board Instructions Internship Agreement AMR

- LPC 111318 Viticulture and Horticulture Technology Program Presentation

Board Recommendation Memos must be created and submitted to the District Office as a Microsoft Word document. This is a requirement. If possible, it is recommended that all other documents be submitted as a Microsoft Word document as well, should any minor changes need to be made. It is understood that it may not be possible to submit other documents in Microsoft Word format.

Board Recommendation Memo Format:

- This must be a Microsoft Word Document.
- All Margins 1"
- Font is Times Roman, 12 pts
- Paragraphs Justified

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Date must be Date of Board Meeting

October 16, 2018

Double Space

The name of the Subject on the Board Recommendation must be identical as the name of the Agreement or M.O.U.

Agenda Item:

Single Space

Subject:

Approval of Agreement Renewal – Child Development Training Consortium (CDTC) 2018-2019 Instructional Agreement No 18 -19 -2620 with Yosemite Community College District (YCCD), Chabot-Las Positas Community College District, Las Positas College

Double Space

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Background: Chabot-Las Positas Community College District, Las Positas College has received a program renewal for the Child Development Training Consortium (CDTC) 2018 - 2019 Instructional Agreement No. 18-19-2620 with the Yosemite Community College District (YCCD). The program allows the Chabot-Las Positas Community College District, Las Positas College to generate up to 600 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. As these courses do not generate state apportionment, the agreement provides the Chabot-Las Positas Community College District, Las Positas College with \$25 per enrolled unit of coursework, not to exceed a total of \$15,000.

The Chabot-Las Positas Community College District, Las Positas College has been continuously involved with the YCCD/CDTC and has received an annual renewal since 1993.

The agreement renewal will be for the period September 1, 2018, through June 30, 2019, but no activities under the grant will be undertaken prior to Board approval of the agreement.

Single Space

Recommended Action: That the Board of Trustees approves the proposed renewal of the Child Development Training Consortium 2018 - 2019 Instructional Agreement No. 18-19-2620 with Yosemite Community College District, Chabot-Las Positas Community College District, Las Positas College. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute this agreement on behalf of the District.

Must State: Chabot-Las Positas Community College District, Las Positas College

Submitted by: Ronald P. Gerhard/Date

Approved: Thomas M. Fallo/Date

APPROVED

DISAPPROVED

TABLED

Checklist for Board Recommendation Memo:

	Board Recommendation Memo created in Microsoft Word
	All Margins 1"
	Font is Times Roman, 12 points
	Paragraphs are Justified
	Date on Board Recommendation Memo is same as Board Date
	Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College
	Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College
	Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College
	Final sentence in Recommended Action is <i>"It is further recommended that the Board authorize the Vice Chancellor (indicate area here, such as Business Services), to approve the agreement on behalf of the District."</i>
	Double space between Date and Agenda Item
	Single space between Agenda Item and Subject
	Double space between Subject and Background
	Single Space between Background and Recommended Action
	Wording for approval in the Subject is the same as wording for approval in the Recommended Action
	Acronyms can be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP)
	Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U
	Monetary amounts referred in the Board Recommendation are identical as the amounts in the Agreement or M.O.U.
	Exhibits and/or attachments listed in the Board Recommendation Memo are attached
	Board Policy (BP) and Administrative Policy (AP) numbers have been double checked if referenced.
	Correct Vice Chancellor's name is listed in the "Submitted by" section
	The "Submitted by" name has the Vice Chancellor's name listed completely (ex. Ronald P. Gerhard)
	The "Approved" name has the Chancellor's name listed completely (ex. Thomas M. Fallo)
	Save the Board Recommendation Memo using the following format: LPC + DATE OF BOARD MEETING + NAME OF AGREEMENT (Example: LPC 111318 Title V HSI Supplemental Funding Grant Award)

Checklist for Agreements, Memorandums of Understanding, etc.:

	The title of the Agreement must be the same as the Subject on the Board Recommendation Memo. The Subject line should indicate the entity that CLPCCD, Las Positas College is entering into agreement with
	The Agreement must be made with “Chabot-Las Positas Community College District, Las Positas College.” It should not just state “Las Positas College.”
	The start date of the agreement may not be prior to the date of the Board meeting in which the Board Item is being approved. The start date can be the day after the Board meeting in which the Board Item is being approved (for example, if the Board meeting is on October 16, the start date for the agreement can be October 17) or it may be a date in the future (such as January 20, 2019 for example).
	LPC employees are prohibited from entering into agreements with other individuals or organizations. Only the Chancellor and Vice-Chancellors are authorized to enter into agreements; therefore, the appropriate Vice-Chancellor’s full name and title, as well as the date and signature line, must appear at the end of the agreement. Per the District, all agreements should read: Ronald P. Gerhard, Vice Chancellor, Business Services.
	All “Exhibits” or “Attachments” mentioned in the Agreement or MOU are included at the end of the document.

Checklist for Approval to Travel Abroad:

	All travel out of the country requires a Board Recommendation Memo. All Approvals for Travel Abroad/Foreign Travel require either an approved <u>Field Trip Request Form</u> (if students are traveling) or an approved <u>Conference Leave Request</u> (for faculty/staff).
	Original Field Trip Request Form or Conference Leave Request form must be submitted to District with Board Recommendation Memo for District signatures.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

December 4, 2018

Agenda Item:

Subject: Approval to Travel Abroad – Chabot-Las Positas Community College District, Las Positas College Talk Hawks International Forensics Association Tournament to Berlin, Germany, March 8 – 17, 2019

Background: The Chabot-Las Positas Community College District, Las Positas College forensics team, the LPC Talk Hawks, has been invited to attend the International Forensics Association Tournament in Berlin, Germany, March 8-17, 2019.

The purpose of this trip is to expose our students to the highest caliber of competition from both the United States as well as foreign institutions. We are, once again, ready for the challenge. It has been our experience that the learning and cultural exposure that comes from participation at these international competitions far outweighs the educational opportunities that are provided from similar tournaments held here in the Bay Area. Typically, the best forensics programs in the country attend this event, so this is also an opportunity for Chabot-Las Positas Community College District, Las Positas College to be exposed and showcased to the top speech and debate institutions around the world. We continue to have competitors awarded scholarships from 4-year institutions as a direct result of their success at this tournament.

Since 2006, the Talk Hawks have participated in this esteemed competition ten times, including trips to the Czech Republic, Argentina, Canada, Italy, Belgium, France, Spain, Austria, and Peru.

The Talk Hawks have won many international championship awards. In 2017, the Talk Hawks had the International Champion in Persuasive Speaking and Communication Analysis and placed 2nd overall in the Community College Division. In 2006, 2009, and 2016, the Talk Hawks had the International Champion in Informative Speaking. We also earned International Championships in After Dinner Speaking, Prose Interpretation, and Duo Interpretation. In 2007 and 2016, the Talk Hawks finished as the top two-year institution at the tournament. In 2009 and 2016, the Talk Hawks finished 2nd Place overall at the competition.

Board Policies 4300 (Field Trips) and 4027 (Travel Study Program), Administrative Rules and Procedures, and materials from our insurance broker have been reviewed. The District is in compliance with each of these and has secured all necessary and required waivers.

Recommended Action: That the Board of Trustees approves the proposed Travel Abroad for the Chabot-Las Positas Community College District, Las Positas College Talk Hawks International Forensics Association Tournament to Berlin, Germany, March 8 – 17, 2019. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the appropriate documents pertaining to this event on behalf of the District.

Submitted: Ronald P. Gerhard / Date _____ Approved: Thomas M. Fallo / Date _____

_____ APPROVED _____ DISAPPROVED _____ TABLED

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Business Services
Conference Leave: Request Form

Staff member(s): _____
Conference title: _____
Date(s): _____ Location: _____
Sponsoring group: _____

Purpose and contribution to Chabot-Las Positas Community College District?
(Please indicate any official position held which requires or makes desirable your attendance.)

Estimated total cost of attendance, including transportation: \$ _____
List dates and classes requiring substitutes:

Signature: _____ Date: [] [] [] []

Reimbursement for expenses for conference and meeting attendance – see Administrative Procedure (AP) 7400.

FOR OFFICE USE

Approval:
Division Dean signature: _____ Date: [] [] [] []
Vice Pres. or Vice Chancellor signature: _____ Date: [] [] [] []
President / Chancellor signature: _____ Date: [] [] [] []

Cost is chargeable to division budget:
 Yes – (labor distribution account) _____
 No
 No cost to District

Maximum total reimbursement allowed:
 Actual and necessary expenses
 Limited to \$ _____

Routing: Original – Business office _____ Copies: Academic Services _____
Division office _____ Staff member(s) _____

Reference: Article 202.3 – Faculty Collective Bargaining Agreement Reset

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
FIELD TRIP REQUEST (Las Positas College) Print Form

INSTRUCTOR NAME: _____ DIVISION/AREA: _____
COURSE TITLE AND NUMBER: _____ SECTION(S): _____
DESTINATION: _____
PLACE OR FIRM _____
STREET ADDRESS _____ CITY OR AREA _____

PURPOSE (Be Specific): _____

DEPARTURE DATE: [] [] [] [] [] []
Day of the Week Month Date Year Time am/pm

ESTIMATE RETURN: _____
(TIME) (A.M.-P.M.) (AND DATE)

ASSEMBLY POINT:
 Las Positas
 Chabot
 Destination
 Other (insert): _____

ESTIMATED NUMBER OF STUDENTS: _____

VEHICLE NEEDED: Van (15 passenger) Bus (25 passenger) Rental Vehicle Other (describe vehicle)

*Check Box if a District Vehicle/Gas Card Request Form has been submitted to M&O Dept.:

(DATE) (INSTRUCTOR SIGNATURE)

APPROVAL

DIVISION DEAN (DATE) VICE PRESIDENT (DATE) PRESIDENT (Class II & IV) (DATE)

Account Number _____

1. Rescheduling of field trip from approved date indicated above must be approved by the Office of Academic Services.
2. Requests for chabot bus transportation will be confirmed by the Office of Administrative Services.
3. Arrangements for non-transportation shall be made by instructor with Maintenance & Operations Department.
4. A college first aid kit must be in the possession of the instructor while on a field trip.

Reset Form

Checklist for Acceptance of Gifts:

	A Board Recommendation Memo is required for all gifts/donations. If available, include a donation agreement or additional documentation regarding the gift or donation.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
May 17, 2016

Agenda Item: 4.1


Subject: Acceptance of Steven-Wydler Gift (SWG) Program Request and Approval of Agreement, Las Positas College

Background: Sandia National Laboratory agrees to provide (1) Vacuum Atmospheres Co. Glove Box, Model NX1711000 education related and Federal research equipment identified on the Stevenson-Wydler Gift (SWG) Title Transfer Form, as a gift to Las Positas College, for conducting technical and scientific education and research activities. The research equipment, provided as a gift, shall vest with the recipient upon Sandia's approval of the SWG Program Request and Agreement Form and execution of the SWG Gift Title Transfer Form. Upon approval by the SWG Program, the anticipated requested glove box will provide students being taught in both traditional and advanced welding practices simulated real world situations that they will encounter on the job.

Recommended Action: That the Board of Trustees accepts the Stevenson-Wydler Gift (SWG) Program Request and approves the proposed gift Agreement to be donated by Sandia National Laboratories through the (SWG) Program. If is further recommended that that Board authorize the Vice Chancellor, Business Services, to execute this agreement on behalf of the District.

Submitted: Krista R. Johns / Date _____ Approved: Jannett N. Jackson/Date _____

_____ APPROVED _____ DISAPPROVED _____ TABLED

 Sandia National Laboratories

Stevenson-Wydler Gift (SWG) Program Request and Agreement Form

The purpose of this form is for the Educational Institution/Non-profit Organization, in the conduct of technical and scientific education and research activities, to request excess/surplus government research equipment from Sandia National Laboratories (SNL) through the SWG program. This form will be used to determine the feasibility to gift equipment and for technical review of the institution/non-profit organization. It also specifies the terms under which the equipment will be gifted, should the request be approved. Title to the requested equipment will be transferred only following Sandia's approval of this form and execution of the SWG Gift Title Transfer Form.

Please provide all the information requested below, sign the form, and return to the following email address: pminer@sandia.gov (New Mexico) or jguske@sandia.gov (California), as appropriate.

Institution or Non-profit Organization Information:

Principal Contact Name: Scott Miner
Title:
Department:
Address: Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551
Phone: 925-424-1344
Email: SMiner@cpccd.org
sminer@laspositascollege.edu

Cognizant Authority Name: Lorenzo Legaspi
Title: Vice Chancellor, Business Svcs.
Chabot - Las Positas CCD
Phone: 925-424-1000
Email: LLeznspi@cpccd.org

Non-profit 501 (c) Tax Exempt Number, if applicable:

Identification of requested equipment to be gifted through the SWG program:

Description of Property: Vacuum Atmospheres Co. Glove Box
Make/Model: NX1711000
Serial Number: Nexus1225
Property Number: S897642
Location of Equipment: Scrap Yard
Name and Phone Number of SNL Point of Contact for Equipment: Jeff Campbell
925-294-1367

Checklist for Board Meeting Presentations:

All Board presentations go through the same review process (i.e., Dean, VP, President) as Board Items.

All presentations made at a Board meeting must adhere to the same deadlines as Board Items. This includes PowerPoint, video, and hard copy presentations. Some PowerPoint or video presentations may be too large to email to the District. These presentations will need to be saved to a flash drive and delivered to the District on or before the deadline – no exceptions.

	Presentations must not exceed 10 minutes (no exceptions).
	Requests for any technology needed for presentation should accompany the presentation to the District.
	Verify with the President's Office how the presentation will be introduced. (Typically the LPC President will introduce the presenter/presentation.)
	The complete name(s) and title(s) of the presenter(s) should be included in the presentation or should accompany the presentation provided to the District.
	Introduce presenters once only. If a person has been introduced once during the presentation, they are not allowed to be introduced again and cannot introduce themselves again. These rules apply to all presenters, including student participants.

Checklist for Post-Board Processing Instructions:

Provide instructions for handling the Board Item after it has been approved at the Board meeting. See the “Special Instructions for Post-Board Approval Handling” below for processing options.

Not all Board Items will include Post Board Processing Instructions.

	Indicate number of copies of document to print.
	Indicate whether additional signatures are required in addition to the Vice Chancellor Business Services.
	Indicate if insurance certificate is required.
	Indicate if additional supporting documents are attached.
	Indicate any special instructions.
	Indicate to whom original documents should be sent.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
POST-BOARD APPROVAL CONTRACT PROCESSING INSTRUCTIONS

BOARD MEETING DATE: November 13, 2018

SUBJECT/CONTRACT NAME: Umoja Community Education Foundation

SPECIAL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:

- Print two (2) copies of the grant documents (all pages)
number numeral
- Obtain signatures from Vice Chancellor of Business Services. Note that only **blue** ink may be used for signing contracts.
 If additional signatory is required, check here. If alternate signatory is required, check here.
Name of additional or alternate signatory: _____
- If insurance certificate is required, check here. Attach if required.
- If additional supporting documents are attached, check here.
- Special Instructions:
- Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.
- Make a copy of the signed document and send via interoffice mail to (Assistant Name), Assistant to (Direct Report), (Department).
- Send (#) original documents via FedEx overnight delivery to the following person and address:
Umoja Community Education Foundation

Phone: _____
P.O. Box 188067
Sacramento, CA 95818
- Later, upon receipt of fully executed contract (signed by both parties), scan to PDF and save in Executed Folder pertaining to the correct college folder in CLPCCD-Contracts on the shared drive.

EXAMPLES OF CHANGES MADE BY DISTRICT TO BOARD ITEMS

Example 1: Changes Made to Board Recommendation Memo by District Office:

ORIGINAL SENT

CORRECTIONS MADE BY DISTRICT OFFICE

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

October 16, 2018

Agenda Item:

Subject: Approval of Agreement – Library Services Platform, Institution Participation with Chabot-Las Positas Community College District, Las Positas College

Background: The Butte-Glenn Community College District (BGCCD) has received and approved initial funding from the California Community Colleges Chancellor's Office to purchase the Library Services Platform services for California Community Colleges Libraries.

The Library Services Platform is a public access library catalog and circulation service modules (for example, acquisitions and patron records). Currently Chabot-Las Positas Community College District, Las Positas College uses Worldshare (OCLC) as its Library Services Platform.

BGCCD has selected a contractor and entered into an agreement for the provision of cloud-based library services platform with Ex Libris. The institution participation agreement is intended to outline the terms of the Participating Institution (Chabot-Las Positas Community College District, Las Positas College) participation in the Subscription agreement. There are no known costs to going to the Statewide system at this time.

Recommended Action: That the Board of Trustees approves the Chabot-Las Positas Community College District, Las Positas College – Library Services Platform, Institution Participation Agreement. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to approve the agreement on behalf of the District.

Submitted by: Ronald Gerhard/Date _____ Approved: Thomas M. Fallo/Date _____

_____ APPROVED _____ DISAPPROVED _____ TABLED

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

October 16, 2018

Agenda Item: ADDED JUSTIFIED

Subject: Approval of Agreement – Library Services Platform, Institution Participation with Butte-Glenn Community College District (BGCCD), Chabot-Las Positas Community College District, Las Positas College

Background: The Butte-Glenn Community College District (BGCCD) has received and approved initial funding from the California Community Colleges Chancellor's Office to purchase the Library Services Platform services for California Community Colleges Libraries.

The Library Services Platform is a public access library catalog and circulation service modules (for example, acquisitions and patron records). Currently Chabot-Las Positas Community College District, Las Positas College uses Worldshare (OCLC) as its Library Services Platform.

BGCCD has selected a contractor and entered into an agreement for the provision of cloud-based library services platform with Ex Libris. The institution participation agreement is intended to outline the terms of the Participating Institution (Chabot-Las Positas Community College District, Las Positas College) participation in the Subscription agreement. There are no known costs to going to the Statewide system at this time.

Recommended Action: That the Board of Trustees approves the proposed agreement for Library Services Platform, Institution Participation with Butte-Glenn Community College District (BGCCD), Chabot-Las Positas Community College District, Las Positas College. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to approve the agreement on behalf of the District.

Submitted by: Ronald Gerhard/Date _____ Approved: Thomas M. Fallo/Date _____

_____ APPROVED _____ DISAPPROVED _____ TABLED

Example 2: Changes Made to Board Recommendation Memo by District Office:

ORIGINAL SENT



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

October 16, 2018

Agenda Item:

Subject: Agreement for Off-Site Training between Chabot-Las Positas Community College District, Las Positas College Child Development Center and Tri-Valley Regional Occupational Center/Program

Background: The TVROCP has asked to place students enrolled in their Developmental Psychology of Children course at Las Positas College Child Development Center for their clinical and/or field experience training period. Two students would be placed at Las Positas College beginning October 17, 2018 through June 30, 2019. This partnership gives high school students an opportunity to work in a licensed child development center to gain insight, education, and experience working with children under 5 years of age. This partnership also exposes high school students to the Las Positas College environment and could potentially serve as a recruitment mechanism for future enrollment at the college.

Recommended Action: That the Board of Trustees approves the Agreement for Off-Site Training between Chabot-Las Positas Community College District, Las Positas College Child Development Center and Tri-Valley Regional Occupational Center/Program. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to approve the Agreement for Off-Site Training between Chabot-Las Positas Community College District, Las Positas College Child Development Center and Tri-Valley Regional Occupational Center/Program on behalf of the District.

Submitted: Ronald Gerhard /Date _____ Approved: Thomas M. Fallo/Date _____

APPROVED DISAPPROVED TABLED

CORRECTIONS MADE BY DISTRICT OFFICE



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

October 16, 2018

Agenda Item: ADDED JUSTIFIED

Subject: Approval of Agreement for Off-Site Training between Tri-Valley Regional Occupational Center/Program (TVROCP) and Chabot-Las Positas Community College District, Las Positas College

ACRONYM IS SPELLED

Background: The Tri-Valley Regional Occupational Center Program (TVROCP) has asked to place students enrolled in their Developmental Psychology of Children course at Las Positas College Child Development Center for their clinical and/or field experience training period. Two students would be placed at Las Positas College beginning October 17, 2018 through June 30, 2019. This partnership gives high school students an opportunity to work in a licensed child development center to gain insight, education, and experience working with children under 5 years of age. This partnership also exposes high school students to the Las Positas College environment and could potentially serve as a recruitment mechanism for future enrollment at the college.

Recommended Action: That the Board of Trustees approves the proposed Agreement for Off-Site Training between Tri-Valley Regional Occupational Center/Program (TVROCP) and Chabot-Las Positas Community College District, Las Positas College. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to approve the agreement on behalf of the District.

SIMPLIFIED

Submitted: Ronald Gerhard /Date _____ Approved: Thomas M. Fallo/Date _____

APPROVED DISAPPROVED TABLED

LINKS TO BOARD APPROVED ITEMS

Example of Agreement:

Name of Board Item:

Approval of Agreement for Off-Site Training between Tri-Valley Regional Occupational Center/Program (TVROCP) and Chabot-Las Positas Community College District, Las Positas College

Sample of Board Recommendation:

<http://www.clpccd.org/board/documents/4.11LPC101618TVROCPAgreementBoardRecommendation.pdf>

Sample of Agreement:

<http://www.clpccd.org/board/documents/4.11BCLPC101618TVROCPAgreement.pdf>

Example of Renewal of Agreement:

Name of Board Item:

Approval of Agreement Renewal – Child Development Training Consortium (CDTC) 2018-2019 Instructional Agreement No 18 -19 -2620 with Yosemite Community College District (YCCD/CDTC), Chabot-Las Positas Community College District, Las Positas College

Sample of Board Recommendation:

<http://www.clpccd.org/board/documents/4.8LPC101618CDTCBoardRecommendation2018-19.pdf>

Sample of Agreement:

http://www.clpccd.org/board/documents/4.8BC1LPC101618CDTCAGreement2018-19_infoIA.PDF

Example of Acceptance of Gift:

Name of Board Item:

Acceptance of Gift – Chabot Las Positas Community College District, Las Positas College

Sample of Board Recommendation:

<http://www.clpccd.org/board/documents/4.1LPC082118AcceptanceofGift-Clark.pdf>

Example of Information Only Item:

Name of Board Item:

From the Senates of Chabot College and Draft Resolution from Las Positas College on being declared sanctuary campuses

Informational Item Detail:

<http://www.clpccd.org/board/documents/8.2InformationItemonSanctuaryCollegeResolutions.pdf>

Resolution Detail:

<http://www.clpccd.org/board/documents/8.2BCDRAFTJointResolution-LasPositasCollegeasaSanctuaryCampus-11022017.pdf>